

GETTING STARTED

Congratulations! As a new Board member, get an early start to set yourself up for success. Each year, PTA leaders need to do the following shortly after their election or appointment.

- Make sure your PTA membership is current. All Board members must be PTA members during the school year for which they were elected or appointed.
- Register with LAPTA at LouisianaPTA.org/submit-officer-data-1.
- Meet with the outgoing Board members and review their binders and files together.
- Ask for the current copy of the PTA Bylaws and Standing Rules. The Bylaws must be reviewed locally and approved by LAPTA every three years.
- Follow LAPTA on social media. Familiarize yourself with the entire website at LouisianaPTA.org.
- Follow National PTA on social media. Create a profile on the National PTA website at PTA.org. Your account allows you access to the PTA Local Leader Kit and an incredible amount of resources.

Duties at a Glance

- Sign the Confidentiality, Ethics, and Conflict of Interest Policy annually.
- Contact your predecessor to request previous records and other relevant information to know what has been done in the past.
- Form your committees! Find people to help fill Board positions.
- Keep an organized binder to provide the successors with everything done throughout the year.
- Attend required LAPTA training and take advantage of e-learning available at PTA.org.
- Review and become familiar with the PTA Bylaws, Standing Rules, and the Active Affiliation Report.
- Act in emergencies between meetings of the Board.
- Make a report of committee action items at each Board meeting.
- Attend all monthly meetings of the PTA. Board of Directors, General Membership, and Committee meetings are scheduled throughout the year. Check the Bylaws for which months are required to have specific meetings. Your presence is necessary to ensure a quorum is met, and your participation is imperative to the success of the PTA.
- Present a report at Board and General Membership meetings relevant to your position.

Qualities of Effective Officers

- Understand and promote the purposes and policies of the PTA.
- Perform all duties of the office as outlined in the Bylaws and Standing Rules.
- Cooperate with the school administrator, staff, and others responsible for children.
- Study the material distributed by LAPTA and National PTA. A good place to start is PTA.org/local-leader-kit.
- Attend state and national leadership training and meetings.
- Make reports as required and file annual reports as part of the PTA's records.
- Return to Treasurer all funds pertaining to the office.
- Keep a procedure binder to pass on to succeeding officers. Transmit records, reports, and other material to succeeding officers in a timely manner.
- Protect members' privacy by not distributing membership lists to outside interests.
- Answer correspondence promptly.
- Stay informed by reading the publications of the PTA.

